

UNITED STATES DEPARTMENT OF AGRICULTURE

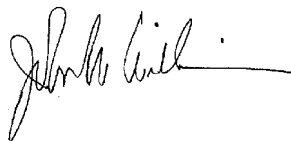
Farm Service Agency
Washington, DC 20250

Notice FI-2557

For: FSA Offices

Procuring Transportation Without a Government-Provided Travel Charge Card

Approved by: Deputy Administrator, Management



1 Overview

A

Background

All USDA transportation (air, train, bus, or boat) must be procured by a government-provided travel charge card. FSA employees that travel 4 or more times per year should apply for a travel charge card through their office travel contact. If an employee is new to the Agency and has not received their government-provided travel charge card or has lost their government-provided travel charge card because of misuse or nonpayment of their bill, FSA will procure transportation (**transaction fee included**) for that FSA employee through a Government Transportation System (GVTS) account only at the National Office Travel Management Center (TMC) in Washington, DC (WDC).

Important: At no time shall one FSA employee use their travel charge card to procure transportation for another FSA employee.

B

Purpose

This notice provides information and instructions on procuring transportation when an FSA employee does **not** have a government-provided travel charge card.

C

Information

Disposal Date

This information in this notice will:

- be included on the FMD Travel website
- remain effective until removed from the FMD Travel website.

Disposal Date

October 1, 2003

Distribution

All FSA Offices; State Offices relay to County Offices

2 Travel Instructions

A Travel Authorization

Before procurement can begin, a travel authorization and memorandum:

- requesting use of the WDC GVTs account must be prepared and signed by the travelers approving official

Note: Division directors or higher for the National Office.

- shall be FAXed to FMD at 703-305-1147.

Notes: If the travelers official duty station is a State or County Office, the travel authorization and memorandum must be sent to EDSO for approval. EDSO will forward the 2 documents to FMD.

State Office funds should be used for transportation for Federal employees. County Office funds should be used for transportation for non-Federal employees. If additional funding is needed, the State Office shall contact the Budget Division through EDSO.

The traveler shall:

- contact Carlson Wagonlit Travel (CWT), the National Office TMC, at 877-832-6579

Note: CWT's hours of operation are Monday through Friday, 7:30 a.m. to 5:30 p.m., e.t.

- make transportation reservations.

Travelers must identify themselves as traveling for FSA, which deputy administrators office and division that they are traveling with, and provide the travel authorization number and accounting code shown on their signed travel authorization.

Note: State and County Office employees must identify themselves as EDSO employees.

Continued on the next page

2 Travel Instructions (Continued)

A

Travel Authorization (Continued)

Only in the case of an emergency, such as being stranded at an airport, or other similar type of emergency, should employees call the CWT After Hours at 1-800-383-6723.

The CWT After Hours phone number should not be used to make regular, routine, nonemergency reservations that could be made during the normal Monday through Friday work hours.

After the signed travel authorization and memorandum has been received by FMD, FMD will approve the release of the transportation tickets from CWT to the traveler.

Note: State and County Office employees travel authorization and memorandum shall contain EDSO notations.

CWT will issue and provide the traveler either:

- a ticket to board transportation (train, bus, or boat)
- an e-ticket itinerary/receipt to check in at the airport.

Note: The air transportation tickets must be procured through CWT in WDC. If traveling by air, the tickets will be e-tickets only.

The cost of the air transportation ticket **and the transaction fee** will be paid through the FSA GVTs account. The traveler will at no time and in no way be billed for the transportation.

B

Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Continued on the next page

2 Travel Instructions (Continued)

C

Contact

If there are questions about this notice, contact the appropriate office in the following table.

Office	Contact
National Office	FMD, ATPS at 703-305-1408
Kansas City and St. Louis complexes	
EDSO	
State Offices	EDSO
County Offices	State Office
